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Governor



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Acting Commissioner

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Stacy Neal
Director

MEMORANDUM

TO: State Agencies
FROM: OA/Accounting
DATE: June 7, 2012
RE: P-Card Payment Invoice Number Format

The format for P-Card payment invoice numbers is changing, due to a new automated payment posting procedure with UMB beginning on July 1, 2012.

Automated interface document invoice numbers will not change and will continue to populate with the following format: ZYMM1234560; where "Z" represents the unique agency identifier, "Y" represents the second digit of the billing year, "MM" represents the 2-digit billing month, "123456" represents the last 6 digits of the cardholder account number, and "0" represents a sequential number to prevent duplicate invoice numbers.

The format for P-Card payments that are manually entered into SAMII is changing. P-Card payments need to follow the new invoice number format: YYMM1234560; where "YY" represents the 2 digit billing year, "MM" represents the 2 digit billing month, "123456" represents the last 6 digits of the cardholder account number, and "0" represents a sequential number to prevent duplicate invoice numbers.

Agencies can begin entering P-Card payment invoice numbers in the new format effective immediately. However, all P-Card payment invoice numbers must be in the new format by July 1, 2012.

If you have any questions, please contact OA/Accounting at (573) 751-2971.

Please notify all appropriate staff in your agency.